INFORMATION TECHNOLOGY HUMAN RESOURCES CLASSIFICATION AND SELECTION PROJECT

(IT HR Project)

May 2007

IT HR Classification and Selection Project

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What's in Scope

- **Modern and Flexible State IT Classification Plan**

- **Replacement of the State Legacy Selection Systems**

- **Skills-Based Certification Authority for IT Classes**

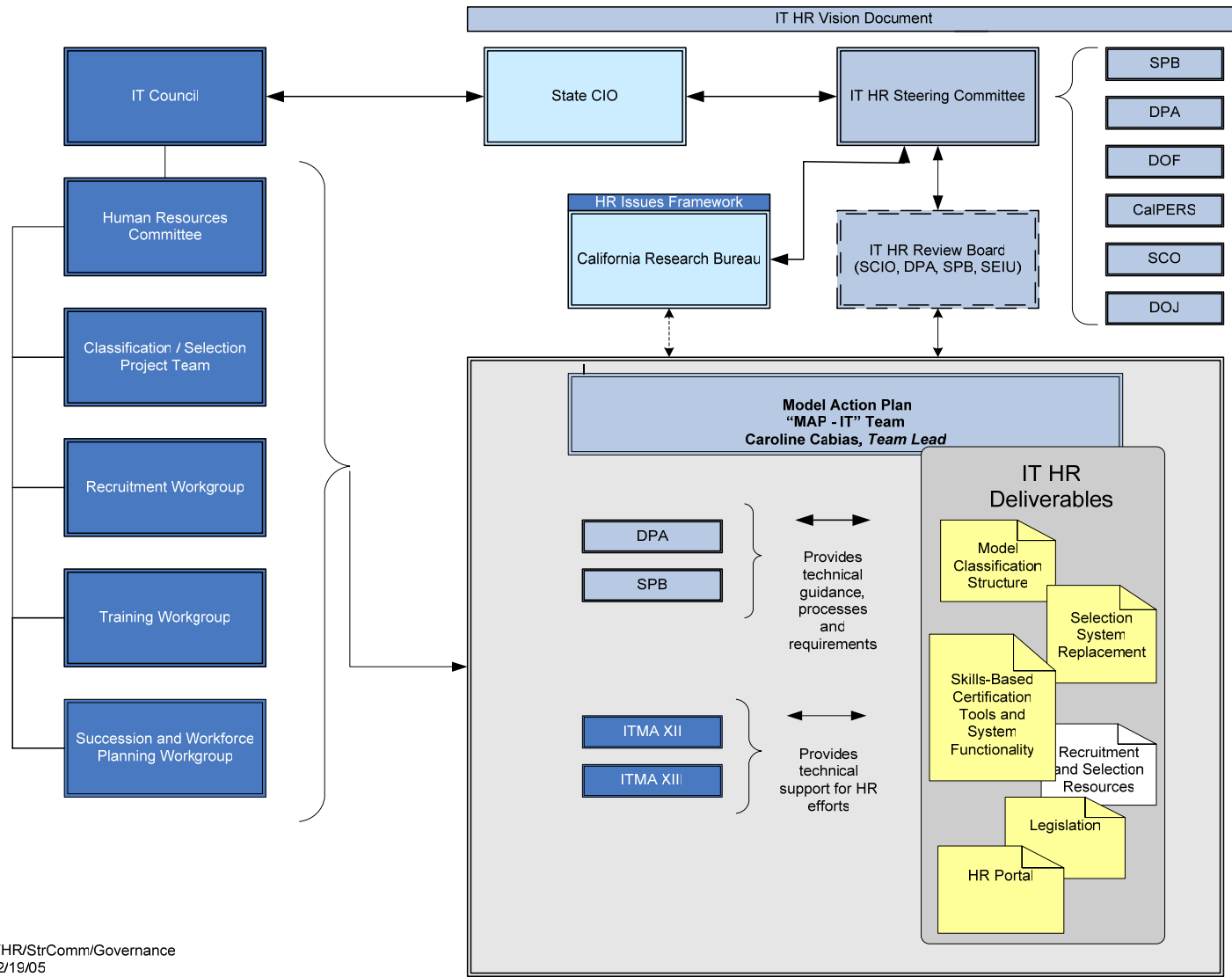- **Model for Future Civil Service Reform**

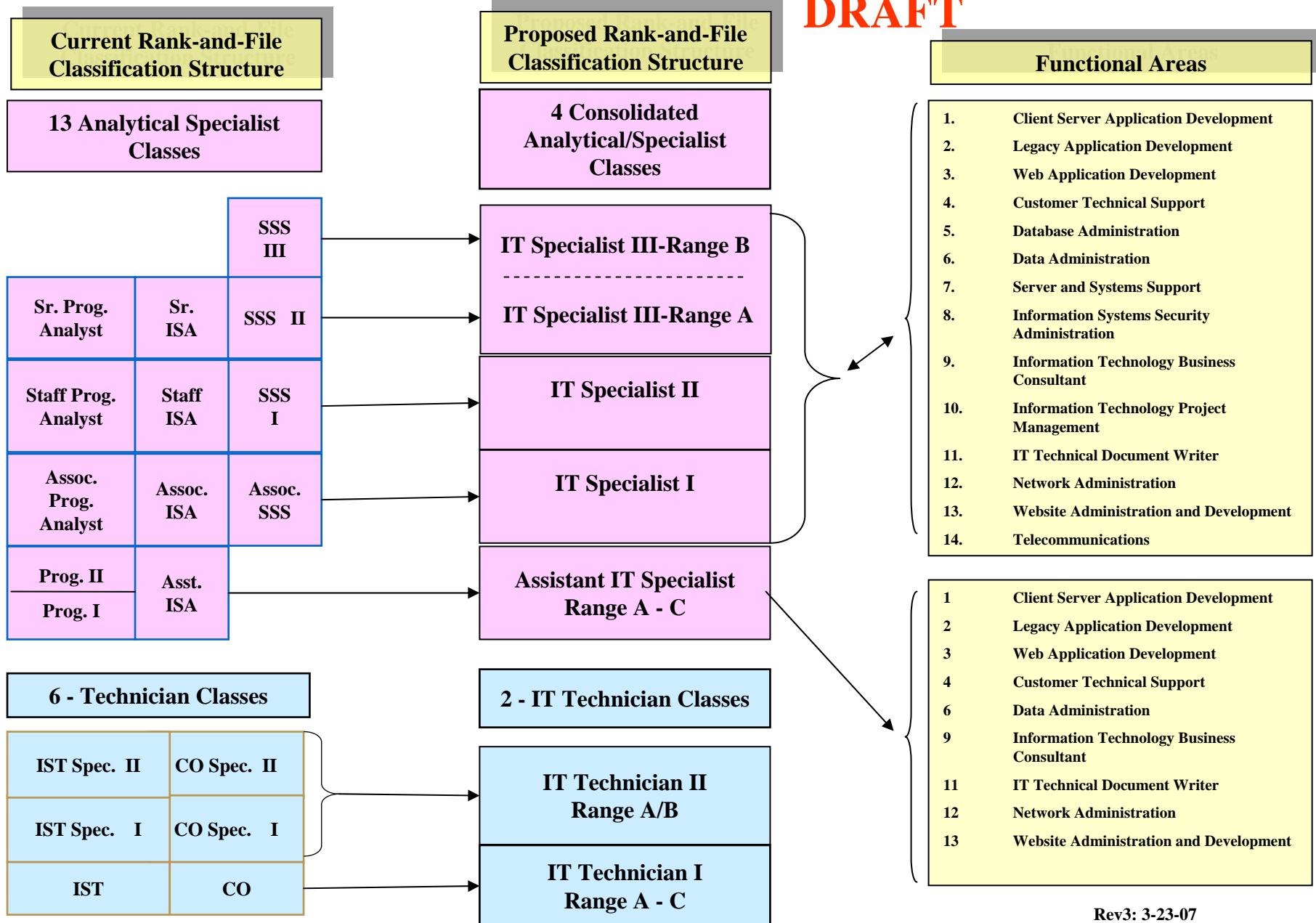# IT HR Project
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What 's not in Scope

- **Pay Increases or Promotions**

- **Resolution of existing misallocations**

- **Collective Bargaining Activities**

California Information Technology Human Resources Governance

IT HR Vision Document

IT Council ⟷ State CIO ⟷ IT HR Steering Committee

SPB
DPA
DOF
CalPERS
SCO
DOJ

Human Resources Committee

Classification / Selection Project Team

Recruitment Workgroup

Training Workgroup

Succession and Workforce Planning Workgroup

HR Issues Framework

California Research Bureau

IT HR Review Board
(SCIO, DPA, SPB, SEIU)

**Model Action Plan
"MAP - IT" Team
Caroline Cabias, *Team Lead***

DPA
SPB

Provides technical guidance, processes and requirements

IT HR Deliverables

Model Classification Structure

Selection System Replacement

Skills-Based Certification Tools and System Functionality

Recruitment and Selection Resources

Legislation

HR Portal

ITMA XII
ITMA XIII

Provides technical support for HR efforts

ITHR/StrComm/Governance
12/19/05

IT HR Classification and Selection Project – Classification Consolidation

DRAFT

Current Rank-and-File Classification Structure

13 Analytical Specialist Classes

Sr. Prog. Analyst	Sr. ISA	SSS III
Sr. Prog. Analyst	Sr. ISA	SSS II
Staff Prog. Analyst	Staff ISA	SSS I
Assoc. Prog. Analyst	Assoc. ISA	Assoc. SSS
Prog. II	Asst. ISA	
Prog. I		

6 - Technician Classes

IST Spec. II	CO Spec. II
IST Spec. I	CO Spec. I
IST	CO

Proposed Rank-and-File Classification Structure

4 Consolidated Analytical/Specialist Classes

IT Specialist III-Range B
- -
IT Specialist III-Range A

IT Specialist II

IT Specialist I

Assistant IT Specialist Range A - C

2 - IT Technician Classes

IT Technician II Range A/B

IT Technician I Range A - C

Functional Areas

1.	Client Server Application Development
2.	Legacy Application Development
3.	Web Application Development
4.	Customer Technical Support
5.	Database Administration
6.	Data Administration
7.	Server and Systems Support
8.	Information Systems Security Administration
9.	Information Technology Business Consultant
10.	Information Technology Project Management
11.	IT Technical Document Writer
12.	Network Administration
13.	Website Administration and Development
14.	Telecommunications

1	Client Server Application Development
2	Legacy Application Development
3	Web Application Development
4	Customer Technical Support
6	Data Administration
9	Information Technology Business Consultant
11	IT Technical Document Writer
12	Network Administration
13	Website Administration and Development

Rev3: 3-23-07

IT HR Classification and Selection Project – Classification Consolidation

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Current Supervisor/Manager Classification Structure

17 IT Supervisor/Manager Classes

DPM IV			
DPM III			SSS III (Sup)
DPM II	Sr. PA (Sup)	Sr. ISA (Sup)	SSS II (Sup)
DPM I	Staff PA (Sup)	Staff ISA (Sup)	SSS I (Sup)
	Assoc PA (Sup)	Assoc. ISA (Sup)	
IST Sup II	CO Sup. II		
IST Sup I	CO Sup I		

Proposed Supervisor/Manager Classification Structure

6 Consolidated IT Supervisor/Manager Classes

IT Information Officer (Executive Unit)

IT Manager (1st Manager)

IT Supervisor IV (2nd Level)

IT Supervisor III (1st Level)

IT Supervisor II (Technical Support)

IT Supervisor I (Technical Supervisor)

Skills-based Selection Functional Areas

CORE

Executive Level

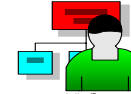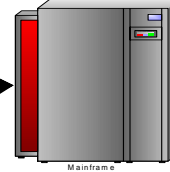Management

2nd Level Supervisor

1st Level Supervisor

AND

FUNCTIONAL AREAS
1. Client Server Application Development
2. Legacy Application Development
3. Web Application Development
4. Customer Technical Support
5. Database Administration
6. Data Administration
7. Server and Systems Support
8. Information Systems Security Administration
9. Information Technology Business Consultant
10. Information Technology Project Management
11. IT Technical Document Writer
12. Network Administration
13. Website Administration and Development
14. Telecommunications

Rev4: 3-23-07

Information Technology Specialist Classification Series

4 EMPLOYMENT LEVELS

Assistant IT Specialist Level, Trainee Level – (T)

Information Technology Specialist I, First Journey Level - (E)

Information Technology Specialist II, Full Journey Level - (J)

Information Technology Specialist III, Advanced Level - (A)

CORE COMPETENCIES

14 FUNCTIONAL AREAS

1. Client Server Application Development
2. Legacy Application Development
3. Web Application Development
4. Customer Technical Support
5. Database Administration
6. Data Administration
7. Server and Systems Support
8. Information Systems Security Administration
9. Information Technology Business Consultant
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14. Telecommunications

T_{14}	E_{14}	J_{14}	A_{14}
T_{13}	E_{13}	J_{13}	A_{13}
T_{12}	E_{12}	J_{12}	A_{12}
T_{11}	E_{11}	J_{11}	A_{11}
	E_{10}	J_{10}	A_{10}
T_9	E_9	J_9	A_9
	E_8	J_8	A_8
	E_7	J_7	A_7
T_6	E_6	J_6	A_6
	E_5	J_5	A_5
T_4	E_4	J_4	A_4
T_3	E_3	J_3	A_3
T_2	E_2	J_2	A_2
T_1	E_1	J_1	A_1
CORE	CORE	CORE	CORE
Minimum	Minimum	Minimum	Minimum

Mainframe

Manager/Supervisor

Creates position description identifying required competencies and skills and their relative weight and submits to Human Resources.

Human Resources

Accesses Database-generated certification lists and rankings, linked to competencies and skills of position, and generates Certification List..

Skills-based Certification List

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INFORMATION TECHNOLOGY SKILLS-BASED CERTIFICATION PROCESS

Manager/Supervisor

Interviews and selects best job match for successful hire.

Prospective Employee

Completes on-line application for exam. Meets minimum qualifications in order to schedule exam date. At exam, selects functional areas to test for.

Hired Employee

Best meets tested competencies and skills.

Completes probation.

Rev 4: 3-23-07

IT HR Project Schedule

PHASES	PLANNED START	PLANNED COMPLETION	STATUS / COMMENT
CLASSIFICATION	5/06	4/08	
Completion of Draft Board Item	5/06	9/07	▪Specialist Series draft will be distributed for public review on May 1 with a survey to validate the draft. ▪Technician series draft survey will be distributed to CIOs during week of April 23 for validation of duties. ▪Manager/Supervisor draft is pending completion of the above.
5 Member Board Item Adoption	3/08	4/08	Board Item will be scheduled for adoption in order to deploy new Selection System using new classification information.
IT Complexity Assessment / Matrix	9/06	8/07	Assessment / Matrix is in progress and will be used in conjunction with new classifications to assist in allocating positions.
Web-Enabled Position Description System	9/06	2/08	In progress.
SKILLS-BASED CERTIFICATION AB 2241	3/06	7/06	Completed. AB 2241 was chaptered and authorizes development of new skills-based exam certification for IT classifications.

IT HR Project Schedule

PHASES	PLANNED START	PLANNED COMPLETION	STATUS / COMMENT
SELECTION SYSTEM	4/06	8/08	(PIER extends to 4/09)
System Replacement	4/06	6/08	Original schedule delay due to complexity of business requirements and procurement bid issues. Notice of Intent to Award was announced by DGS on April 16, and contract may be awarded April xx, assuming no protest. This schedule reflects procurement delays and SPR timeframe.
PIER	8/08	4/09	PIER development is pending system implementation.
RECRUITMENT AND EXAM ADMINISTRATION	6/06	8/08	
Test Development	6/06	1/08	In progress using Specialist series draft for initial development. Final exam proposals are dependent upon completion of classification components.
Recruitment	7/07	8/08	Schedule based on Exam Schedule.
Exam Administration	7/07	8/08	Schedule will be developed based on classification adoption and test development timeframes.